Academic Assessment: Allowing a VW Student to Return without Re-Applying

Revised October 26, 2010
Academic Assessment:
Allowing a “21 – Voluntary Withdrawal” Student to Return without Re-Applying

Scope: Staff in student’s faculty.

Purpose: Changing the academic assessment enabling the student to register.

Some faculties require students to re-apply if they have 21 – Voluntary Withdrawal on their record.

Some faculties allow students to return after VWing all courses in a term without having to reapply. These students need to have their EOT Academic Status changed if they have 21 – Voluntary Withdrawal on their record.

Step 1: Identify the term which houses Academic Assessment code 21

- Go to self-service and review “Academic History by Degree”
- Find the term which houses the academic assessment of 21

<table>
<thead>
<tr>
<th>Term assessments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>200500</td>
</tr>
<tr>
<td>200600</td>
</tr>
<tr>
<td>200650</td>
</tr>
<tr>
<td>200690</td>
</tr>
</tbody>
</table>

In this example, the term of the record with the 21 Academic Status code is 200690.

Step 2: Identify the Academic Status code that was valid before the student received “21”

- Look at the academic assessment for the prior term.

In this example, the last academic assessment that was not 21 occurred in term 200650. That academic assessment code is MM - Faculty Minimum Met.

Step 3: Change the Academic Assessment

- Go to SHAINST
- Enter the student ID and the term that houses the academic assessment 21; Next Block.
- Tab until the cursor is in the EOT Academic Standing field
- Overwrite the 21 academic standing code with the code determined in Step 2, in this example “MM”
- Save.
This will allow the student to register with the correct starting EOT Academic Standing.